

***FTA Region IV State Programs Team Meeting/Conference Call Summary  
December 11, 2008***

**1. FTA Region IV Update - State Programs Team**

- Jim Simpson has departed FTA; Sherry Little is the Acting Director until January 20, 2009. FTA will continue doing business as usual and will give updates on the transition and new administration as they occur.
- A transition team is in place at FTA getting smart on FTA and DOT. Obama's Transportation Plan is available and transit appears to be on the radar screen.
- Jamie Pfister was selected as the new Director of Planning and Program Development. James Garland was selected as the new State Programs Team Leader, effective November 1. James is currently on detail in Washington D.C. until the second week in January. David Schilling is the acting State Programs Team Leader until James returns. In addition, Robert Buckley, FTA Student Intern, is assisting the State Program Team
- Congress passed a continuing resolution that funds our transit programs from October 1, 2008 through March 6, 2009. Approximately 5/12 of the total funding for FY 2009 is in place for our formula grant programs and will be published in a Federal Register due out this month. This funding amount is based on FY 2008 levels appropriated by Congress, not the FY 2009 levels that were authorized in SAFETEA-LU.
- FY 2009 Goals are out for FTA. They include core excellence in day to day operations, Civil Rights, Grant Making and New and Small Starts. The external initiative is the State of Good Repair – maintaining out transit infrastructure in good working condition.

**2. Project Planning and Grant Making in FY 2009**

- FY 2009 Lapse Letters have been sent out; if your State did not receive one then you have no lapsing funds. The Fiscal Year (FY) 2009 Certifications and Assurances was published in the Federal Register on October 31, 2008. Grantees have 90 days to PIN from the published date (January 31, 2009).
- Once the Federal Register is published, States can either come in for their partial FY 2009 funding or wait until March 2009 when the full appropriations are available and published in the next Federal Register. If coming in for partial funding, the additional FY 2009 apportionments can be amended into the partial funded grant.
- When the FY 2009 appropriations are published in the Federal Register send your split allocations letters, if applicable, for your Section 5307, 5316, 5317 grants and statewide earmarks. Also attach these letters in all grant application utilizing these apportionments.

**FTA Region IV State Programs Team Meeting/Conference Call Summary  
December 11, 2008**

**3. Earmark Assistance**

- A list of all 5309 Bus and Bus Facility Earmark projects for your state was included with the lapse letters. Please work with your earmark recipients and FTA representatives to ensure no funds lapse in FY 2009. If you need technical assistance please contact your FTA State DOT representative.

**4. FTA Program Updates**

- Four new FTA Circulars have been recently published. Please see the list below and note that three of the four go into effect November 1, 2008. The Metropolitan and State Planning Circular went into effect September 1, 2008.
  - C4220.1F Third Party Contracting Guidance (Nov. 1, 2008)
  - C5010.1D Grants Management Requirements (Nov. 1, 2008)
  - C9300.1B Capital Investment Program Guidance and Application Instructions (Nov. 1, 2008)
  - C8100.1C Program Guidance for Metropolitan and State Planning and Research Program Grants (Sept 1, 2008)
- If you are initiating or intend to initiate an [Alternatives Analysis \(AA\)](#) that may result in the selection of a transit fixed guideway project proposed for funding under the Section 5309 New Starts program to notify their FTA Regional Office in writing of such studies.
- United We Ride (UWR) Grants – FTA announced the solicitation of the UWR state/tribal grants. That notice appears in the November 14, 2008, Federal Register. Funding in the amount of \$1.5 million is provided by FTA to support grants ranging up to \$300,000 each. Proposals must be submitted by February 12, 2009.

**5. JARC/New Freedom – Region IV Statistics**

- FY 2006 JARC/New Freedom funds in Region IV that lapsed included:
  - JARC – 12 Grantees (2 States) - \$11.8M
  - New Freedom – 17 Grantees (2 States) - \$5.2M
- Region IV achieved its FY2008 UWR performance goals
  - 75% of rural and urban areas with transit developed or were covered under a human services coordinated plan (70% goal)
  - 3 Coordinating Council on Access and Mobility partner interactions (goal of 2 interactions)
- FTA will work with State DOTs to set up outreach and education to areas that had FY2006 lapsing funds.

**6. State Management Review – Lessons Learned in FY 2008**

- FTA conducted four (4) State Management Reviews (SMR) in Region IV for FY 2008:

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- KYTC
  - TDOT
  - NCDOT
  - MDOT
- Lessons learned from the review included more financial training for DOT staff (cross training within DOT departments responsible for MPRs/FSRs) and more information on procurement and Buy America requirements
- Overall the reviews were thorough, in-depth and professional – one comment shared was that the DOTs would like the contractors to provide more best practices or lessons learned from other areas where they were deficient
- SMR to be an agenda item for the next State Programs Team meeting

**7. Hurricane Season Reporting – Lessons Learned**

- There were hurricane evacuations in FY 2008 in Region and many of the States were involved, especially on the reporting to FTA. Although, FTA does not provide reimbursement or funding to States or grantees that assist in evacuations, reporting during these events is crucial because of FTA's role in ESF-1. FEMA is the lead agency on mission assignments and determining levels of reimbursement, so it is critical on a local level to work with FEMA and state Emergency Mgt agencies.
- One suggestion was for the SPT to help coordinate more technical assistance from Leah Russell and FTA HQ. There was a request for a high level guiding document between FEMA and FTA to outline roles and responsibilities between the agencies and how to handle these emergency situations.
- FTA to follow up with HQ (Office of Safety and Security) for more information

**8. FY 2009 Round Robin – State DOT needs for FY 2009**

- The round robin discussion included:
  - The need for more peer exchange, especially on the SMRs
  - More education and outreach on the JARC and New Freedom programs, focusing on local match and eligible projects. It was suggested that these programs should not require a match (100% federally funded) in the next reauthorization
  - More information on the new Charter Rule and how the Region is monitoring violations. Region IV had several requests for advisory opinions. Copy your State DOT representative on all Charter questions sent to HQ for tracking.

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The FTA Charter Website contains a lot of information and a recommendation was made by 1 state to check the website.

- Stimulus projects – Most State DOTs sent transit projects “ready to go” to DC to be included in possible federal stimulus package.
- LEP Plan – NCDOT is looking for a best practice LEP plan; KYTC to share
- FTA is looking for a location for the State Programs Team Semi-Annual meeting in late March/early April. Atlanta is still on the table as an option.
- Upcoming events
  - January 29 - Team Training (Atlanta)
  - February 9-11 - TASC Conference (Myrtle Beach, SC)
  - Feb 11-12 – NTI Real Estate Workshop (Atlanta)
  - Feb - MDOT Coordination Summit
  - March 10-11 – NTI QA/QC Course (Atlanta)
  - March - FMO/PSR Workshop (Atlanta)
  - March 24-26 - Public-Private Partnership Workshop (Atlanta)
  - March/April TBD – State Programs Team Semi-Annual Meeting
  - TBD – MDOT/TDOT Joint Training